

NIH TRANSITION CENTER

Monthly Activities Calendar

May 2004

Mon	Tue	Wed	Thu	Fri
3 The Challenge of Change 1:00 pm — 3:00 pm	4 *Preparing for Interviews 9:00 am—11:00 am	5 Federal Resume 9:00 am — 12:00 pm	6 Responding to QuickHire Questions 1:00 pm—2:30 pm	7 *Videotaped Practice Interviews 1:00 pm—4:00 pm
10 *Practice Interviews (Not Videotaped) 1:00 pm—4:00 pm	11 Responding to QuickHire Questions 1:00 pm—2:30 pm	12 Federal Resume 9:00 am — 12:00 pm	13 Responding to QuickHire Questions 1:00 pm—2:30 pm	14
17 *Practice Interviews (Not Videotaped) 1:00 pm—4:00 pm	18 *Preparing for Interviews 9:00 am—11:00 am	19 Federal Resume 9:00 am — 12:00 pm	20 *Videotaped Practice Interviews 1:00 pm—4:00 pm	21
24 The Challenge of Change 1:00 pm — 3:00 pm	25 Guiding Change & Transition 9:00 am — 11:00 am	26 Responding to QuickHire Questions 1:00 pm—2:30 pm	27	28
31 <i>Federal Holiday</i>			* For competitive positions only	

DESCRIPTION OF CLASSES:

Preparing for Interviews: Learn how to do well in interviews and then register for a practice session with the option for videotaping with an NIH Transition Center Instructor.

Creating Your Federal Resume in QuickHire with Lab: Learn how to write a resume that will get noticed. Then, actually create a resume with assistance from an NIH Transition Center Instructor.

Guiding Change & Transition (Managers only): Instead of assuming you know, find out what employees are really thinking and feeling as they are going through this period of change at NIH. Then, learn some simple strategies you can use to ease the transition.

The Challenge of Change: Learn to recognize the stages of transition that you and your fellow employees are going through during this period of change at work. Then, an EAP Counselor will teach you some strategies that can reduce the stress you may be feeling.

Responding to QuickHire Questions: Learn to write effective responses to QuickHire questions utilizing CCAR—Context, Challenge, Action, Results— framework.

Class Location: 6120 Executive Plaza South—Classroom 9 or contact your EO to find out if your IC is having an on-site class.

Registration: Contact the NIH Transition Center by phone at 301-496-1050, e-mail at NIHTransitionCenter@mail.nih.gov or by registering through NIHITS at <http://nominate.od.nih.gov>.